



Torrance Transit is hiring for Apprentice Relief Bus Operator & Relief Bus Operator

Torrance Transit is recruiting customer service oriented individuals who are interested in obtaining the necessary training for a career in public service to become Apprentice Relief Bus Operators, as well as experienced drivers with excellent interpersonal skills to become Relief Bus Operators.

Ideal Candidate will...

Have **outstanding** customer service skills. Have a track record of **safe** driving. Take **pride** in your work.
Have an interest in working for a mid-size transit agency where you're known by name and your contributions are **valued**.

Apprentice Relief Bus Operator

Job Code 15015105
(Non-Civil Service)

Relief Bus Operator

Job Code 15025100
(Civil Service)

Salary & Benefits

During training, you will receive **\$11.85 per hour plus one party health insurance**.

After successful completion of the training program, Apprentice Relief Bus Operators will be paid **\$14.00 per hour** and work up to 35 hours/week.

The salary is **\$17.37 - \$19.14 per hour**. Eligible employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Eligible employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee cost sharing.

Minimum Requirements

- **NO** prior commercial passenger transportation driving experience.
- Six (6) months of work experience involving customer service or contact with the public.
- At least 21 years of age.
- Five (5) years of driving experience in California with no points over the last three years.
- Availability to work various shifts on weekdays, weekends, evenings and holidays.

Note: Meeting minimum requirements does not guarantee an invitation to the written exam.

- Ten (10) years complete work history must be shown on application.
- Current California A or B Driver's License with a P endorsement and air brakes at the time of application.
- Original DMV H-6 printout with NO points within the last three (3) years
- Six (6) months of full time or one (1) year part time driving requiring a Class A or Class B license.
- In addition, one (1) year experience driving a transit bus is preferred.
- A current VTT (Verification of Transit Training), SPAB (School Activity Bus Cert), or School Bus Driver's Certificate is desirable.

Selection & Testing Process

Only those applicants whose experience best meet the needs of the City will be invited to the examination process.

Apprentice Relief Bus Operator (100% written)

The examination will consist of a written test, which will test customer service, basic math, reading and writing skills.

Relief Bus Operator (60% written, 40% interview, qualifying performance)

Applicants invited will take a written test to include: assessing customer service, driving and problem solving skills; a qualifying math test; and a simulated incident observation report. Those who qualify on the written test will move on to the next phase, which is an interview and qualifying performance driving test.

Note: As a condition of employment for either position, you will be required to pass a pre-employment medical examination, drug/alcohol test, and a thorough background investigation.

Special Notes

In accordance with the Memorandum of Understanding between TME-AFSCME Local 1117 and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to said Local 1117.

Applicants with disabilities who require special testing arrangements must contact Human Resources.

How to Apply

Submit your completed standard City of Torrance application **AND** supplemental application **PLUS** an original complete California DMV H6 record to City of Torrance, Human Resources, 3231 Torrance Blvd, Torrance, CA 90503. Applications are accepted on a continuous basis.

To request an application please call 310.618-2915 or email jobinfo@TorranceCA.Gov with you name and mailing address to request an application.

Human Resources · 3231 Torrance Blvd · Torrance, CA 90503 · www.TorranceCA.Gov

Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov



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CITY OF TORRANCE
Relief Bus Operator (Job Code 15025100)
SUPPLEMENTAL QUESTIONNAIRE

Print Name _____

This completed questionnaire and California DMV H6 record must be submitted with the City Application.

Do you have a current California A or B Drivers License with a Passenger endorsement and air brakes at the time of application?

☐ Yes

☐ No

Do you have a current VTT (Verification of Transit Training), SPAB (School Activity Bus Certificate) or School Bus Driver's Certificate?

☐ Yes

☐ No

Do you have six (6) months of full-time or one (1) year of part-time driving requiring a Class A or B license with Passenger endorsement?

☐ Yes

☐ No

How many points do you have on your driving record in the last three years?

☐ 0

☐ 1

☐ 2

☐ 3 or more

Are you available to work various shifts on weekdays, weekends, evenings and holidays?

☐ Yes

☐ No

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification.

Applicant signature: _____